



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Waiver of Site Plan Approval – 821 Washington St

DATE: June 27, 2013

Request: Waiver of Site Plan Approval for the construction of a 2,400 square foot paved parking area for an existing office building at 821 Washington Street, parcel 11-13-220

Applicant: Ian Ward

Proposed Use: Parking for dentist office

Property Owner: 825 Washington Street LLC

Submitted:

Property Survey: Not updated	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Type II Action	County Review Required: No
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Zoning Information:

District: Limited Business	Maximum Lot Coverage: None
Setback Requirements: 20' Fr, 5' Sd, 25' Rr	Buffer Zone Required: 5' to 15' on the east

Project Overview: The applicant proposes to pave roughly 2,400 square feet of lawn area in order to provide additional parking spaces for an existing dentist's office. The area to be paved is the former location of a house, which was demolished some time ago.

Although the applicant has provided two separate surveys, the lots in question were combined at some point and show as a single parcel on the City map. Further, the Assessor lists the address as 821 Washington, not 825 Washington as shown on the application.

Parking: The subject property is already in compliance with the zoning ordinance. The building requires 10 spaces, and the applicant has space for approximately 12-14 cars. The additional proposed parking is not necessary to meet zoning requirements at this time.

The property currently has no marked handicap spaces. The applicant must provide at least 1 handicap space in accordance with ADA standards. The space should be located in the Bowers Ave lot to provide the most direct path.

The existing driveway from Washington Street is too narrow to accommodate two-way traffic. It must be widened to at least 24 feet.

The applicant must depict the dimension between the proposed lot and adjacent property lines.

Drainage and Grading: The applicant does not depict any spot elevations or contour lines. The applicant shall depict spot elevations or directional flow arrows. The lot appears to drain towards the northeast. The lawn area in this corner of the lot must be maintained as green space to allow infiltration of runoff, and prevent additional load on the Washington Street combined sewer, or adjacent parking lot.

Landscaping: Some unspecified plantings are shown on the proposal. In order to bring the site into compliance with the Landscaping and Buffer Zone Guidelines to the greatest extent possible, staff recommends the following as a minimum requirement:

- Provide a large-maturing tree in the lawn area between the existing office and Washington Street.
- Provide two large-maturing trees in the lawn between the proposed parking lot and Washington Street.

Other Comments: The Planning Board may waive site plan approval if it determines that this proposal meets the criteria for a waiver listed in Section 310-55 of the Zoning Ordinance:

- 1) Does not involve a change in the boundaries of the property, and
- 2) Does not represent the initial building on the property, and
- 3) Is minor and incidental in size to the existing building pattern, size and coverage on the property, but in no event shall exceed 2,500 square feet, and
- 4) Does not effectively change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property and is also otherwise consistent with all purposes of this chapter.

Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review, and the Short Environmental Assessment Form does not need to be completed by the Planning Board for this project.

Any proposed signage for the project will be handled as a separate matter through the Bureau of Code Enforcement.

The property owner will require the following permits prior to construction: General City Permit (to widen the curb cut in the right-of-way).

Summary:

1. The applicant shall depict the dimensions between the northern and western property lines and the proposed parking lot edge.
2. The applicant shall widen the driveway to 24' minimum width.
3. At a minimum, the applicant shall provide relative spot elevations or directional flow arrows for the proposed and existing parking areas to show that excessive runoff is not directed to neighboring properties or to the right-of-way.
4. The applicant shall provide at least one ADA accessible parking space.
5. The applicant shall plant at least 2 large-maturing trees, spaced at roughly 40' on center, in the lawn area between the proposed parking area and Washington Street, and 1 tree in the lawn area between the office building and Washington Street.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Ian Ward, 825 Washington St